

# Classification Description

**Title:** IT Security Manager  
**Department:** Information Technology  
**Job Code:** 1551  
**Pay Grade:** P  
**FLSA Status:** Exempt

**Bargaining Unit:** Non-represented  
**Established:** 12/2023  
**Revised:**  
**EEO Category:** Professionals

## CLASSIFICATION DESCRIPTION

The IT Security Manager is responsible for leading all aspects of data and cyber-security for Metro. This role will manage the Information Security division, create and update security standards and policies based on best practices, analyze systems to identify issues or needed improvements, resolve issues and problems associated with security technologies and/or threats, recommend the appropriate measures to resolve cyber defense incidents, and lead security and continuity of operations.

## DISTINGUISHING FEATURES

This is a single unit classification distinguished by the increased levels of supervision of assigned staff, reporting structure, planning and budget responsibility.

## DUTIES AND RESPONSIBILITIES

1. Creates and manages agency cybersecurity plans, including all facets of the security and protection landscape involving threat and risk, operations, technology, and business continuity.
2. Implements a plan to monitor and respond to cybersecurity threats across Metro.
3. Works individually and as part of a team in evaluating business practices to establish and execute activities to implement risk, threat, and/or vulnerability assessments for critical systems dependent on IT security.
4. Conducts cyber protective assessments and strategic cyber risk assessments to prepare and protect critical cyber infrastructure assets.
5. Creates and advocates new and existing policies, programs, developments, and training related to emerging technologies and cybersecurity technical issues.
6. Evaluates and drives implementation of new security technologies including security management, firewall and identity platforms.
7. Develops technical security standards and regularity audits of network, servers, workstations and other network appliances.
8. Coordinates the development and delivery of training and education program on information security and privacy matters for employees and other authorized users.
9. Ensures information system and program security compliance with federal, state, local, and industry laws, regulations, rules and policies.
10. Provide supervision to professional and technical staff, including hiring, promoting, transferring, evaluating performance, disciplining, discharging, coaching/mentoring, and technical training. Manage daily workflow for finance staff by assigning work and

projects, help with prioritization and department issues are addressed.

11. Manages the work of consultants including selection, negotiating terms and conditions, and authorizing work and payments; ensure all activities are consistent with Metro's strategic direction and standards.
12. Assists in the preparation of strategic plans and lead the development of information security goals, objectives, policies, standards, priorities, and tactical work plans for the implementation of information security.
13. Participates in budget development and administration; forecast resources needed for staffing, equipment, materials, and supplies; manage unit and project budgets, including program, payroll, operating, and capital; monitor budget to actual revenues and expenditures and suggest mid-year or other adjustments; direct and oversee budget cost/benefit and resource requirement analyses.

It is the responsibility of all Metro employees to:

1. Actively participates on committees and/or attends meetings as assigned.
2. Fulfills Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability.
  - Builds and maintains positive relationships and contributes to a positive team atmosphere; engages others in ways that foster respect and trust.
  - Encourages and appreciates diversity in people and ideas – seeks to understand the perspectives of others.
  - Provides excellent customer service – assists the public, public officials and agency partners, and other employees in a professional and courteous manner with the goal of meeting or exceeding expectations.
  - Practices continuous improvement - researches new possibilities, contributes ideas and stays current in field of work.
  - Demonstrates sustainable practices in applicable field and generally for resource use and protection.
  - Works assigned schedule (if applicable) and exhibits regular and predictable attendance.
  - Works in a safe manner and follows safety policies, practices and procedures.
  - Complies with Metro and Metro's visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate.
3. Performs assigned duties during an emergency situation.
4. Performs other duties as assigned.

### **JOB SPECIFICATIONS**

#### **Education/Licensing and Work Experience:**

- Bachelor's degree in Cybersecurity, Computer Science or related field and,



- Two years of experience in data security management and overseeing security systems and practices, including demonstrated success and expertise in information security methodology, concepts, and analyzing/monitoring and,
- Three years leading or supervising or,
- Any combination of experience, education and training which provides the equivalent scope of knowledge, skills and abilities necessary to perform the essential job duties.

### **Preferred Requirements:**

- Five years of experience in data security management and overseeing security systems and practices, including demonstrated success and expertise in information security methodology, concepts, and analyzing/monitoring.
- Certified Information Systems Security Professional (CISSP) certification or equivalent.
- Microsoft Certified Systems Engineer (MCSE) certification.
- Cisco Certified Network Associate/Cisco Certified Network Professional (CCNA/CCNP) certifications.

### **Knowledge, Skills and Abilities:**

- Knowledge of principles, practices, and techniques for managing information technology security systems.
- Knowledge of network security design, configuration, and administration.
- Knowledge of modern operating systems, network switching/routing/wireless principles, encryption, and network protocols and services (email, web, etc.).
- Knowledge of threat-detection technology, intrusion prevention, firewall management, anti-malware, and identity management.
- Knowledge of Payment Card Industry (PCI) payment card data security standards and concepts.
- Knowledge of principles of supervision, team building and coaching techniques and practices.
- Skill in problem solving, critical thinking, and analytic skills.
- Skill in leading a team and providing outstanding customer service.
- Skill in active listening, providing focused customer services.
- Skill in identifying complex problems and reviewing related information to develop and evaluate different approaches and implement solutions.
- Skill in using professional judgment and decision-making skills to evaluate the costs and benefits of potential solutions and choosing the most appropriate one.
- Skill in techniques and methods of effective project management.
- Skill in managing and coordinating the work of professional and technical personnel.
- Ability to work well under pressure and adaptable to change.
- Ability to apply logical reasoning and problem solving to complex situations.



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- Ability to evaluate the effectiveness and efficiency of various security applications and systems.
  - Ability to maintain confidentiality.
  - Ability to perform essential duties and responsibilities.
  - Ability to perform (with or without a reasonable accommodation) the physical demands in the work environment and operate the tools and equipment.
  - Ability to successfully pass the background check and screening requirements if required for the position.
  - Ability to possess a current driver's license and driving record sufficient to be insured by Metro insurance carrier if required for the position.

### **SUPERVISION RECIEVED**

- Supervision is received from the Chief Information Officer.

### **SUPERVISION EXERCISED**

- Full supervisory authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline, or to adjust grievances.

### **TOOLS AND EQUIPMENT USED; PROTECTIVE CLOTHING**

- All standard office equipment, hardware and software is used.

### **WORK ENVIRONMENT**

- Work is performed in a standard office environment where work pressures, disturbances of workflow and/or irregularities in the work schedule are expected and occur on an intermittent basis.
- Minimal physical exertion. Frequent reaching, walking, standing, lifting, stooping, or carrying of equipment and materials. Lift and carry up to 10 pounds.
- Learned physical skill is required to perform keyboarding and 10-key functions.
- Changes in the performance environment require occasional upgrading of skills.

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*The classification description indicates the general nature and level of work of positions grouped within this classification; it is not intended to be a comprehensive inventory of all duties and responsibilities, job specifications, work environment or other characteristics of a specific position. The classification description is not an employment agreement between the employee and Metro or Metro's visitor venues and is subject to change by Metro. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties.*